

Approving Employee Time Off Requests

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1. Log into Kronos
2. You should be in Manage Genies screen
3. At the top center of the page you will see two icons that look like this:



4. Click on the one that looks like a checklist on the right side. This will put up a list of your employees that have pending requests.
5. To approve, deny or retract you can highlight the employee's name and click on one of the following actions:



6. The employee will receive an email that is Kronos generated letting them know the status of the request. Approved time off requests will show on the employee's timecard.